

**TOWN OF WALPOLE
QUOTATION DOCUMENTATION FORM
FOR GOODS AND SERVICES \$10,000 TO \$50,000**

DATE:

For contracts and purchases \$10,000 or greater but not more than \$50,000, MGL c30B §4 requires the solicitation of quotes from at least three vendors who customarily provide the item or service needed.

PLEASE PREPARE & SUBMIT TO PURCHASING AS A BACKUP TO PURCHASE

SUBMITTED BY: _____ **DEPARTMENT:** _____

WRITTEN PURCHASE DESCRIPTION OF ITEM / SERVICES AND SPECIFICATIONS:

Seek quotes from at least three vendors based on the written purchase description provided. You may use any reasonable method for contacting vendors (phone, email, etc.), however the quotation must be in writing and based on the same purchase description.

VENDOR #1

Company Name: _____
Address: _____
Email: _____
Phone: _____
Contact Name: _____
Unit Price: _____
Total Price: _____
Solicited by: _____ Date: _____

VENDOR #2

Company Name: _____
Address: _____
Email: _____
Phone: _____
Contact Name: _____
Unit Price: _____
Total Price: _____
Solicited by: _____ Date: _____

VENDOR #3

Company Name: _____
Address: _____
Email: _____
Phone: _____
Contact Name: _____
Unit Price: _____
Total Price: _____
Solicited by: _____ Date: _____

IF STATE CONTRACT...

Company Name: _____
Address: _____
Email: _____
Phone: _____
Contact Name: _____
Unit Price: _____
Total Price: _____
Solicited by: _____ Date: _____
State Contract No. _____

***PLEASE SUBMIT COPIES OF THE WRITTEN QUOTATIONS WITH THIS COVER SHEET.
NOTE: PURCHASE ORDER WILL NOT BE CREATED UNLESS THIS FORM IS COMPLETE.***

When you solicit quotes under 30B, you are required to award the contract to the responsible vendor offering the needed quality of supply or service at the lowest price.

Contracts greater than \$50,000 require either sealed bids or proposals (MGL c.30B §§5 & 6).